

Finance and Resources Committee

10am, Thursday 15 August 2019

Appointments to Working Groups 2019/20

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 To appoint the membership of the Joint Consultative Group in Appendix 1.
- 1.2 To appoint the membership of the Elected Member ICT and Digital Sounding Board in Appendix 2.
- 1.3 To appoint the membership of the Council Health and Safety Consultation Forum in Appendix 3.
- 1.4 To postpone the re-appointment of the Property Sub-Committee until such time as a meeting of the Sub-Committee is deemed necessary.
- 1.5 To approve the remits of the Joint Consultative Group, Elected Member ICT and Digital Sounding Board, and the Council Health and Safety Consultation Forum 2019/20 as set out in appendices 1 to 3 of this report.

Andrew Kerr

Chief Executive

Contact: Lesley Birrell, Committee Officer

Email: lesley.birrell@edinburgh.gov.uk | Tel: 0131 529 4240

Appointments to Working Groups 2019/20

2. Executive Summary

- 2.1 The Finance and Resources Committee is invited to appoint the membership of the Joint Consultative Group, Elected Member ICT and Digital Sounding Board and the Council Health and Safety Consultation Forum.
- 2.2 The proposed membership structures and remits of each are detailed in appendices 1 to 3 of this report.

3. Background

- 3.1 The Council, at its meeting on 2 May 2019, appointed the membership of the Finance and Resources Committee including the Convener and Vice-Convener.
- 3.2 The Council, at its meeting on 27 June 2019, approved revised political management arrangements.
- 3.3 The Finance and Resources Committee, at its meeting on 23 January 2018, approved the amended constitution of the Joint Consultative Group (JCG).

4. Main report

- 4.1 The Committee is required to appoint the membership of its Working Groups for 2019/20.
- 4.2 While there is no requirement for the membership of working groups to be proportionate to that of the Council, it is suggested that this is good practice.
- 4.3 The proposed membership has therefore been adjusted to reflect the overall political balance on the Council. It is, however, open to the Committee to alter the membership where it feels this is warranted.
- 4.4 The proposed membership structures and remits are set out in Appendices 1 to 3 of this report.

5. Next Steps

5.1 Not applicable.

6. Financial impact

6.1 Not applicable.

7. Stakeholder/Community Impact

7.1 Not applicable.

8. Background reading/external references

8.1 [Minute of Finance and Resources Committee of 23 January 2018](#)

8.2 Minute of Council Meeting of 2 May 2019

8.3 Minute of Council Meeting of 27 June 2019

9. Appendices

Appendix 1 – Joint Consultative Group

Appendix 2 – Elected Member ICT and Digital Sounding Board

Appendix 3 – Council Health and Safety Consultation Forum

Joint Consultative Group (JCG)

Current Membership – 7 members

(2 SNP, 2 Conservative, 1 Labour, 1 Green and 1 SLD)

Councillors Rankin (Convener), Hutchison, Main, McVey, Neil Ross, Whyte and **1 Labour Group Vacancy**.

Other Members

15 representatives appointed by the recognised Trade Unions as follows:

- UNISON (5 representatives)
- UNITE (4 representatives)
- GMB (1 representative)
- Educational Institute of Scotland (3 representatives)
- Scottish Secondary Teachers' Association (1 representative)
- National Association of Schoolteachers/Union of Women Teachers (1 representative)

Remit

The Joint Consultative Group (JCG) is constituted with the purpose of providing a means of regular consultation between the City of Edinburgh Council and its employees and, where appropriate, submitting views to the Finance and Resources Committee of the Council for consideration.

The functions of the JCG are:

- To inform employee representatives on the activities, economic situation and development of the Council and to consult on the structure and development of employment within the Council
- To inform and consult employee representatives on any proposals made by the City of Edinburgh Council involving substantial changes in the organisation of work and their effects on employment relations
- To consider any matter relating to the employment of Council employees which may be referred to the JCG by the City of Edinburgh Council or by any of the Trade Unions, including matters referred for consideration by directorate Joint Consultative Committees; provided that no question of an individual's employment circumstances (e.g. pay, wage, grading, discipline, promotion, efficiency, etc) shall be within the scope of the JCG.

Elected Member ICT and Digital Sounding Board

Current Membership - 8 members

(2 SNP, 2 Conservative, 2 Labour, 1 Green and 1 SLD)

Councillors Rankin, Howie, Hutchison, Johnston, Neil Ross, Watt, **1 Labour Group vacancy and 1 Green Group vacancy.**

Remit

The Sounding Board oversees and scrutinises the delivery of the Council's ICT and Digital Services Contract, with a specific focus on:

- The risks associated with the delivery of the ICT and Digital Services Contract;
- The financial resources required;
- The cost/value of the ICT and Digital Services Contract to the Council;
- The Council's need to demonstrate best value;
- An assurance that ICT and Digital services contract is meeting the needs of the Council's stakeholders, including citizens.

Health and Safety Consultation Working Forum

Current Membership - 1 member

(Vice-Convener of the Finance and Resources Committee)

Remit

The remit of the Health and Safety Consultation Working Forum is to:

- To promote a low tolerance approach to health and safety risks.
- To consider, review and make recommendations to the Corporate Health and Safety Manager and/or Council Health and Safety Group on the following areas:
 - Health and safety performance;
 - Accident investigations and action taken;
 - Health and safety matters referred from the Council Health and Safety Group;
 - Reports from the Health and Safety Executive, where appropriate;
 - Reports submitted by the Corporate Health and Safety Team;
 - Requirements for health and safety training;
 - Health and safety communication in the workplace;
 - Health and safety reports that have been submitted by Safety Representatives and that have not been resolved at a local level.
- To assist in the development of Council policy, procedures and guidance on matters relating to health and safety at work.
- To raise awareness of Council Health and Safety initiatives.